

**NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES**

Monday, December 23rd, 2013

The regular meeting of the New Prague Utilities Commission was held on Monday, December 23rd, 2013, at 3:30 p.m., at 118 Central Avenue North, New Prague, MN 56071.

PRESENT: Commissioners Chuck Wann, Dan Bishop, Paul Busch, Richard Jordan

OTHERS PRESENT: General Manager Bruce Reimers; Administrative Service Director Patty Solheid;

ABSENT: Commissioner Chuck Nickolay

1. **CALL TO ORDER:** The meeting was called to order by President Wann on December 23rd, 2013 at 3:33 p.m.
2. **APPROVAL OF AGENDA:** A motion made by Commissioner Jordan to approve the agenda as presented, second by Commissioner Busch. Motion carried.
3. **MEETING MINUTES:** A motion made by Commissioner Busch to approve the November 25th, 2013 meeting minutes, second by Commissioner Jordan. Motion carried.
4. **UTILITY & SMMPA BILLS:** A motion made by Commissioner Jordan to approve claims for payment in the amount of \$366,120.98 and the SMMPA claim of payment in the amount of \$247,801.67. Second by Commissioner Busch. Motion carried.
5. **FINANCIAL REPORTS A – C:**
 - A. Investment Report – The Investment Report was presented for review and approval.
 - B. Financial Report – The Financial Reports for November were presented for review and approval.
 - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

Motion made by Commissioner Bishop to approve the Investment and Financial Reports, as presented, second by Commissioner Busch. Motion carried.
6. **SMMPA BOARD OF DIRECTORS MEETING – NOVEMBER 13th, 2013:** General Manager Reimers informed the Commission that the SMMPA Board meeting is scheduled to meet in New Prague on July 9th, 2014. No action needed.
7. **SMMPA BOARD OF DIRECTORS MEETING – DECEMBER 11th, 2013:** General Manager Reimers gave a short overview of the December 11th SMMPA board meeting taken from the minutes as he was not able to attend due to a meeting conflict with the MMUA T & O Conference.

8. **MMUA TECHNICAL & OPERATIONAL CONFERENCE UPDATE:** General Manager Reimers gave a review of the MMUA Technical & Operations Conference that he and Line Foreman Ken Zweber attended. General Manager Reimers informed the Commission that there is a lot of concern in the utility industry in the ability of small utilities being able to keep experienced linemen on staff and not losing them to other utilities that offer better pay. More information will be presented to the Commission when the city completes its comp worth study.

9. **BUDGET REVIEW:** General Manager Reimers informed the Commission that the 2014 Budget had been presented to the City Council and that it has been approved.

10. **OPERATIONS REPORT:**

A. Water

a. General Manager Reimers informed the Commission that the water department will be making some specifications changes to allow for the use of plastic service lines. New specification standards will be presented to the Commission for approval at the January meeting. General Manager Reimers also informed the Commission that the utilities still had not received final billing for the water tower painting project. Bolton and Menk are working with the contractor to figure what will be done with unfinished punch list items.

B. Electric

a. Generation: General Manager Reimers informed the Commission that Generator #3 was still out of service and that the repaired exhaust manifold is expected to be shipped the last week of December.

b. Distribution: General Manager Reimers informed the Commission that the utility was having some issues with their 69KV capacitor bank and that the utility and SMMPA was working to find a solution to either repair or replace the bank. General Manager Reimers also informed the Commission that final updates were being made to the new GIS Mapping system and that staff training will start in January.

11. **OTHER BUSINESS:**

No other Business.

With no further business a motion was made by Commissioner Bishop to adjourn the meeting at 4:28 pm, second by Commissioner Jordan. Motion carried.

NEXT COMMISSION MEETING.....JANUARY 27th, 2014